

**Department of
Veterans Affairs**

Memorandum

Date: **SEP 06 2006**

From: Assistant Secretary for Human Resources & Administration (006)

Subj: Permanent Assignment of Operations and Maintenance IT Employees to the
Office of Information & Technology (WebCIMS 361546)

To: Under Secretary for Health, Under Secretary for Benefits, Assistant Secretaries,
Other Key Officials, and Field Facility Directors

1. In accordance with the Department's commitment to establish a VA Information Technology (IT) Management System, which was approved by the Secretary on March 22, 2006, we will be permanently realigning designated IT functions under the Assistant Secretary for Information and Technology.

2. As a first step in this process, the Deputy Secretary directed that VA IT employees involved in operations and maintenance functions, with the exception of the Office of Inspector General, be detailed to the Office of Information and Technology (OI&T), not later than April 30, 2006. That has been accomplished. Therefore, in accordance with the authority delegated to me by the Deputy Secretary, I am directing that the detailed employees who hold appointments under Title 5 of the United States Code, be permanently realigned under OI&T, effective October 1, 2006.

3. These employees will remain at their present duty stations and continue to provide IT services to VA organizations. Administrative support for these employees will be provided in accordance with the terms of Support Level Agreements that are being executed. Employee locator codes will show these employees as being at the host facility, but they will be tenant employees and covered under separate appropriations and accounting classification codes.

4. Staff in my Office, in coordination with staff from the Office of the Assistant Secretary for Information and Technology, have prepared the attached written guidelines and procedures outlining the process that parent organizations will use to carry out this action. Please share this information throughout your organizations.

5. Thank you for your continuing cooperation.



R. Allen Pittman

Attachments

cc: Under Secretary for Memorial Affairs

Instructions
Permanent Assignment to the Office of Information & Technology

1. The Office of Information and Technology (OI&T) will electronically issue draft memoranda to the Veterans Health Administration Central Office and Veterans Integrated Service Networks, the Veterans Benefits Administration Central Office and Area Offices, the National Cemetery Administration Central Office, Staff Offices and other organizations. Each organization should review the memoranda and verify that the employees listed are the ones previously identified for permanent transfer to OI&T.
2. The servicing Human Resources Management Officer (HRMO) should sign the memorandum assigning the listed employees to their appropriate office within OI&T.
3. The servicing HRMO should review and adapt the attached Employee Information Sheet to reflect station-specific information.
4. Each station should provide a copy of the memorandum and the Employee Information Sheet to each employee being permanently assigned to OI&T.
5. A copy of the signed memorandum should be filed as a permanent document in each employee's Official Personnel Folder along with copies of the Employee Information Sheet.
6. Copies of the signed memoranda should be sent to Mr. Demetrius Lowery (005B), Department of Veterans Affairs, Office of Information and Technology, 810 Vermont Avenue, N.W., Washington, DC 20420. If you have any questions, Mr. Lowery may be reached by telephone at (202) 273-9734.

Date:

From: Servicing Human Resources Management Officer

Subj: Assignment of IT Employees to the Office of Information & Technology

To: IT Employees Listed Below

1. As a result of a Secretary of Veterans Affairs (VA) decision to consolidate all information technology activities related to operations and maintenance and establish a VA Information Technology (IT) Management System, the following employees are being permanently reassigned to the Office of Information and Technology, Office of IT Operations, Field Operations Division:

Employee A
Employee B
Employee C
Etc.

2. All affected employees will continue to perform their duties at their current duty station, and their position descriptions of record will serve as the basis of their duties.

3. This action is effective October 1, 2006.

4. You will continue to report to your current first line supervisor, but your new second line supervisor will be _____.

5. The memorandum from the Assistant Secretary for Human Resources and Administration dated <TBD>, Subj: Permanent Assignment of Operations and Maintenance IT Employees to the Office of Information and Technology, and an Employee Information Sheet are attached and provide additional guidance.

<Name of Servicing HRMO>

Attachments

Date:

From: Servicing Human Resources Management Officer

Subj: Assignment of IT Employees to the Office of Information & Technology

To: [Facility] Chief, Information Resources Management Officer

1. As a result of a Secretary of Veterans Affairs (VA) decision to consolidate all information technology activities related to operations and maintenance and establish a VA Information Technology (IT) Management System, you are being permanently reassigned to the Office of Information and Technology, Office of IT Operations, Field Operations Division.
2. You will continue to perform your duties at your current duty station, and your position description of record will serve as the basis of your duties.
3. This action is effective October 1, 2006.
4. You will report to _____ who will serve as your new first line supervisor, and your new second line supervisor will be _____.
5. The memorandum from the Assistant Secretary for Human Resources and Administration dated <TBD>, Subj: Permanent Assignment of Operations and Maintenance IT Employees to the Office of Information and Technology, and an Employee Information Sheet are attached and provide additional guidance

<Name of Servicing HRMO>

Attachments

Date:

From: Servicing Human Resources Management Officer

Subj: Assignment of IT Employees to the Office of Information & Technology

To: Regional/VISN Chief Information Officer

1. As a result of a Secretary of Veterans Affairs (VA) decision to consolidate all information technology activities related to operations and maintenance and establish a VA Information Technology (IT) Management System, you are being permanently reassigned to the Office of Information and Technology, Office of IT Operations, Field Operations Division.
2. You will continue to perform your duties at your current duty station and your position description of record will serve as the basis of your duties. Additionally, you will serve as the first line supervisor for facility level Chief Information Officers (CIOs) and as the second line supervisor for facility-level employees at facilities for which you are responsible.
3. This action is effective October 1, 2006.
4. You will report to _____ who will serve as your new first line supervisor, and your new second line supervisor will be _____.
5. The memorandum from the Assistant Secretary for Human Resources and Administration dated <TBD>, Subj: Permanent Assignment of Operations and Maintenance IT Employees to the Office of Information and Technology, and an Employee Information Sheet are attached and provide additional guidance.

<Name of Servicing HRMO>

Attachments

Employee Information Sheet

In order for the Assistant Secretary for Information and Technology (OI&T) to assume management of VA's information technology (IT) operations and maintenance assets, operations and maintenance IT employees will be permanently assigned to OI&T from their current organizations immediately.

What is a reassignment?

A reassignment is an action that permanently assigns an employee to a different set of duties or to a different position in the same or different organization. The employee's title and series may or may not change; but their grade, pay, and conditions of employment will not.

Why am I being assigned to OI&T?

At the direction of the Assistant Secretary for Human Resources and Administration, IT employees throughout VA, who are performing operations and maintenance work, are being reassigned from their current organizations to OI&T. Since you perform operations and maintenance work, you are in the group of approximately 4,500 employees who are being reassigned.

Will my official position or any other employment conditions change as a result of my reassignment to OI&T?

Position descriptions will be modified to reflect your new organization. Your pay, duty location, work schedule, telework arrangements, union representation, or other conditions of employment will not change. You will continue to be covered by human resources policies that apply to the facility where you are located.

Will I continue to perform the same work?

In most cases, you will continue to perform the same work. You may have some new duties, but the majority of your work will remain the same.

Will I continue to report to the same supervisor?

In most cases, you will report to the same immediate supervisor that you do now. You will probably have a new second-line supervisor who may or may not be located at the facility where you are located. Many supervisory and management employees will report to new first and second-line supervisors.

Will my office location change?

You will continue to occupy the same physical space in accordance with agreements in place with your facility. You will not move to other space unless appropriate management officials from OI&T and the organization proposing the change both agree to the change and all labor relations obligations have been fulfilled.

Will my Human Resources Office change?

No, you will continue to receive administrative and other support services by the same station that provides them now. Such services may include but are not limited to human resources, time and attendance, budget, telecommunications, procurement/acquisition, employee assistance, space, utilities, furniture, equipment, supplies, child care subsidies, and parking.

Whom should I contact for more information?

You may contact your local servicing Human Resources Office or your immediate supervisor for more information.